

<b>Finance and Administration Cabinet – STANDARD PROCEDURE</b>	PAGE: 1 OF 1
ISSUED BY: <b>Department of Revenue - Executive Management</b>	
EFFECTIVE DATE: <b>August 22, 2005</b>	
PROCEDURE # <b>6.1.5 (formerly KRC procedure #1.13)</b>	
SUBJECT: <b>Development and Implementation of Department of Revenue Procedures</b>	
DISTRIBUTION CODE: A, B, C	CONTACT: <b>Commissioner's Office, Station #2</b> <b>(502) 564-4444 or (502) 564-4456</b>

## I. PURPOSE

Department of Revenue senior level executives are responsible for reporting significant changes in operating conditions to the Commissioner. In order to keep the Department of Revenue alert to significant changes which affect the operation of a Department Unit, senior executives of the Department of Revenue are to develop and implement policies and procedures within their operations which can identify and report such significant changes. All procedures must be developed under the guidelines set forth in the [Finance and Administration Cabinet Procedure 1.1 Finance Standard Procedures and Manual](#) and the [Department of Revenue Procedure 6.1.1 Department of Revenue - Creation of Standard Procedures](#).

## II. REFERENCES

[Finance and Administration Procedure 1.1 – Finance Standard Procedures and Manual](#)

[Department of Revenue Procedure 6.1.1 – Department of Revenue – Creation of Standard Procedures](#)

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**NO STANDARD PROCEDURE MAY BE REVISED BY ADDENDUM, MEMORANDUM OR ANY OTHER MEANS OTHER THAN THOSE SET OUT IN STANDARD PROCEDURE #1.1 ENTITLED "CREATION, REVISION AND RESCISSION OF FINANCE AND ADMINISTRATION CABINET POLICIES AND PROCEDURES"**

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